

FOR:

STATE OF ALABAMA

DEPTARTMENT OF FINANCE DIVISION OF PURCHASING

INVITATION TO BID

JANITORIAL SERVICE-RISK MANAGEMENT

REQ. AGENCY : 010022

DEPARTMENT OF FINANCE

AGENCY REQ. NO. : 11RM003 : TA360 T-NUMBER DATE ISSUED

VENDOR NO.
VENDOR PHONE NO.
SNAP REQ. NO.
BUYER NAME : 1443774 : BERNIE ARANT

BUYER PHONE NO. : (334) 242-4201-PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE: DATE: 08/19/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED: DATE: 08/20/10 TIME: 10:00 AM

FAX NUMBER

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION MUST BE IN INK OR TYPED WITH						
1. DELIVERY: CAN BE MADE	DAYS OR	_ WEEKS AFTER RECEIPT OF ORDER				
2. TERMS:(D	SCOUNTS ARE TAKEN WITH	OUT REGARD TO DATE OF PAYMENT.)				
3. PRICE VALID FOR ACCEPTANCE	3. PRICE VALID FOR ACCEPTANCE WITHIN DAYS.					
4. VENDOR QUOTATION REFERENCE (THIS NUMBER WILL APPEAR O						
5. E-MAIL ADDRESS:						
INTERNET WEBSITE:						
6. GENERAL CONTRACTOR'S LICEN	ISE NO:					
TYPE OF G.C. LICENSE:						
		**** UCTIONS" ON PAGE 2, TO INCLUDE				
RETURN INVITATION TO BID:						
US MAIL		COURIER				
STATE OF ALABAMA DEPARTMENT OF FINANCE DIVISION OF PURCHASING P O BOX 302620 MONTGOMERY, AL 36130-2620		STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104				
	IN IN ANY AGREEMENT OR	H ITEM OFFERED AT THE PRICE QUOTED. COLLUSION AMONG BIDDERS IN				
SWORN TO AND						
	FEIN OR SSN	AUTHORIZED SIGNATURE (INK)				
SUBSCRIBED BEFORE ME THIS	COMPANY NAME	TYPE/PRINT AUTHORIZED NAME				
DAY OF	MAIL ADDRESS					
	MAIL ADDRESS	TITLE				
NOTARY PUBLIC	CITY, STATE, ZIP	TOLL FREE NUMBER				
TERM EXP:						

PHONE INCLUDING AREA CODE

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

- TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
- BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
- BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
- THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
- A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/ SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
- THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
- THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
- AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISOUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED

BID RECEIVED LATE

BID NOT SIGNED/NOT ORIGINAL SIGNATURE

BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION

NOTARIZED OWN SIGNATURE

REQUIRED INFORMATION NOT SUBMITTED WITH BID FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE. SPECIAL TERMS & CONDITIONS

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INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE
UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF
ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY
ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE
REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL TI OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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AWARD:

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THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

LIABILITY INSURANCE:

LIABILITY INSURANCE:
VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH
\$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT
PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE
AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH
THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL
LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN
ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFCATE HOLDER.

CONTRACT PERIOD:

CONTRACT PERIOD:
ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND,
THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS
AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD,
IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST,
SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE
EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO
LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

PRORATION:
ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY
NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT
HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH
PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH
PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN
DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF
ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO
THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT
(EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

SECURITY STATEMENT:

VENDOR SHALL ENSURE THAT PERSONNEL INVOLVED WITH ANY STATE AGENCY PROJECT SHALL BE ADVISED OF AND ACKNOWLEGE THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN STATE FILES, THE SAFEGUARDS REQUIRED AND CRIMINAL AND CIVIL SANCTIONS OF NON-COMPLIANCE IN FEDERAL AND STATE STATUTES.

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS SPECIAL TERMS & CONDITIONS

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TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

VENDOR REFERENCES:

INVITATION TO BID

VENDOR REFERENCES:

VENDOR SHOULD PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID.

INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND COULD DELAY AWARD OF THE BID.

VENDOR MUST LIST REFERENCES THAT ARE EQUAL IN SQUARE FOOTAGE AND SCOPE OF WORK REQUIRED TO THE LOCATIONS ON THIS INVITATION TO BID. FAILURE TO SUPPLY LIKE SIZE REFERENCES WILL BE CAUSE FOR YOUR BID TO BE REJECTED.

NOTE TO VENDORS:

TO BE REJECTED.
NOTE TO VENDORS:
VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY
UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL
ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS.
EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE
VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE
SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

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****** SPECIFICATIONS 910V02 FOR JANITORIAL SERVICE *********

SECTION I: SCOPE
CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPER-VISION, TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS. ALL NIGHTLY SER-VICES ARE TO BE PERFORMED FIVE NIGHTS EACH WEEK, AFTER 5:00 P.M. MONDAY THROUGH FRIDAY, UNLESS OTHERWISE SHOWN ON THE BID. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPT. NO CLEANING OPERATION WILL BE AFTER 12:00 MIDNIGHT WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION IA: KEY CONTROL

1. THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE.

2. ANY SUCH ITEM WHICH BECOMES LOST, MISSING OR STOLEN SHALL BE IMMEDIATELY REPORTED TO THE DEPARTMENT SUPERVISOR BY THE CONTRACTOR. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR KEYS TO BUILDINGS, ROOMS OR AREAS ACCESSIBLE BY THE LOST OR STOLEN KEYS WILL BE DEDUCTED FROM THE CONTRACTOR'S INVOICE TO THE STATE FOR THE WORK PERFORMED UNDER THIS CONTRACT. THIS WILL ALSO PERTAIN TO CANCELLATION OF A SERVICE WHEN THE KEYS ARE NOT TURNED IN WITHIN 24 HOURS.

SECTION II: EXAMINATION OF BUILDINGS:
CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE
FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO
COMPLETELY FAMILIARIZE HIMSELF WITH THE BUILDING CONDITIONS AND
REQUIREMENTS PRIOR TO SUBMITTING THE BID, WILL NOT RELIEVE THE BIDDER
OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS. EACH LOCATION
YOU DESIRE TO BID, MUST BE SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE TO VERIFY YOUR ON-SITE INSPECTION. BY
HAVING YOUR BID SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON
IN CHARGE WILL INDICATE THAT THE CONTRACTOR FULLY UNDERSTANDS THE
CONDITIONS OF THE BUILDINGS AND THE CLEANING THAT IS REQUIRED TO DO A
SATISFACTORY JOB. LOCATIONS WHERE ADDITIONS ARE BEING MADE TO THE
BUILDING, BIDS SHOULD SHOW QUOTE FOR CURRENT OFFICE & QUOTE INCLUDING
ADDITION.

SECTION III: TECHNICAL ASSISTANCE: CONTRACTORS ARE TO HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULLTIME BASIS AND NOT AS A SUBCONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

SECTION IV: SUPERVISORY PERSONNEL AND SUPPLIES:
CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE
QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE
CONTRACT. THERE WILL NOT BE ANY CHILDREN UNDER THE AGE OF EIGHTEEN
OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR
WILL BE REQUIRED AT EACH BUILDING THAT HAS FOUR (4) OR MORE
EMPLOYEES CLEANING THE FACILITY. THE SUPERVISOR'S NAME, ADDRESS,
SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION. THE SUPERVISOR MAY BE A WORKING
SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM
TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTOR MUST
POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING,
AND ALSO POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET.

CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING

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SERVICE. DEPT. MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT. NON-SLIP FLOOR WAX WILL BE THE ONLY APPROVED WAX FOR ALL TÎLE FLOORS.

SECTION V: QUALIFICATIONS OF CONTRACTOR IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY BE ADEQUATE REASON FOR BID REJECTION:

- 1. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, OR BID MAY NOT BE CONSIDERED, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS, FINANCIAL RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH BUILDINGS OF COMPARABLE SIZE AND FUNCTION, I.E. LARGE OFFICE BUILDINGS. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
- 2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
- 3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.
- 4. DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR SHOULD HAVE SUFFICENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR:

- A. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED BY THE CONTRACTED VENDOR ON AN AS NEEDED BASIS.
- B. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE
 AND CHANGED BY THE CONTRACTED VENDOR ON A BI-MONTHLY BASIS.

 C. PAPER TOWELS, TOILET TISSUE, HAND SOAP, TRASH CAN LINERS AND LINERS
 FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE.
 CONTRACTOR TO REPLACE IN DISPENSORS AND TRASH CANS. ALL DISPENSORS FURNISHED AND INSTALLED BY THE STATE.
- FURNISHED AND INSTALLED BY THE STATE.

 D. INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.

 E. IF CONTRACTOR IS REQUIRED TO WORK ON ANY OFFICIAL STATE OF ALABAMA HOLIDAY, HE WILL BE PAID AT A DAILY RATE FOR THE DAY/DAYS WORKED. THE DAILY RATE BEING THE MONTHLY RATE DIVIDED BY 22. THE NUMBER 22 IS THE AVERAGE NUMBER OF WORK DAYS IN A MONTH. IF THE CONTRACTOR IS REQUIRED TO WORK ON SATURDAY, OR SUNDAY, HE WILL BE PAID THE DAILY RATE. THE CONTRACTOR IS NOT TO WORK ANY OF THESE DAYS WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR:

ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION.
CONTRACTOR IS TO CHECK WITH MANAGER AS TO WHAT NEEDS TO BE DONE
IF DIFFERENT THAN WHAT IS LISTED BELOW. ANY CHANGES MADE BY MUTUAL
AGREEMENT OF MANAGER AND CONTRACTOR MUST BE CONFIRMED IN WRITING BY
THE AGENCY MANAGER TO THE CONTRACTOR AND COPIED TO THE BUYER AS AN
AMENDMENT TO THE CONTRACT. ANY REQUIREMENTS IN THE COMMODITY SECTION
SUPERSEDES THESE SPECIFICATIONS LISTED BELOW.

D = DAILY / N = NIGHTLY

- Α. OFFICES AND CONFERENCE ROOM(S)
- EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (N) 1.

- VACUUM ALL CARPETS. (D)
 DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS. (N)
- DAMP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR SPILLAGE. (N)

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CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH 5.

- 6.
- 8.
- CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH DRINKING FOUNTAINS. (N)

 EMPLOYEES BREAKROOM, TILE FLOORS ARE TO BE DAMP MOPPED, COUNTER/
 TABLE TOP AND SINKS ARE TO BE KEPT CLEAN. (N)

 FRONT & BACK ENTRANCES & SIDEWALKS TO BE KEPT CLEAN. (N)

 REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (D)

 IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING
 SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING. (N)

 SUPPLY CLOSETS TO BE KEPT CLEAN & NEAT AT ALL TIMES. (D) 9.
- 10.
- RESTROOMS: MUST BE CLEANED EVERY DAY ABSOLUTELY REQUIRED (N) В.
- 1.
- EMPTY ALL CONTAINERS AND DISPOSALS. (N) CLEAN MIRRORS. (N) CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL 3. WASH BASINS, COMMODES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
- REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS & URNIALS.(D) WET MOP RESTROOM FLOOR USING A GERMICIDAL DETERGENT SOLUTION. (N) EMPTY CANS SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (N) EMPTY AND DAMP CLEAN ASH TRAYS. (N) 4.
- 5.
- 6.
- C. LOBBY ENTRANCEWAYS AND CORRIDORS:
- DUST MOP FLOORS. DAMP MOP FLOORS. (N)
- 2. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY AFTER FLOOR HAS DRIED. (N)
- 3. DUST & CLEAN TO REMOVE FINGERPRINTS FROM ALL GLASS. (N)
- PASSENGER ELEVATORS IF APPLICABLE D.

CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. RESILENT FLOORS WILL BE CLEANED, DAMP MOPPED NIGHTLY AND SPRAY BUFFED WEEKLY. RUGS WILL BE VACUUMED NIGHTLY.

- Е. PATIO - IF APPLICABLE

****** W=TWICE WEEKLY ********

OFFICES: Α.

- THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, 1. ETC. (W)
- 2.
- 3.
- 5.
- REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC. (W)
 REMOVE HAND PRINTS FROM AROUND LIGHT SWITCHES AND DOOR FRAME. (W)
 DUST AND WIPE ALL TELEPHONES. (W)
 DUST ALL VERTICAL SURFACES OF DESK, FILE CABINETS & CHAIRS. (W)
 REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH 6. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES AND ANY OTHER AREAS NOT SERVICED DAILY. (W)
 WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)
 WASH OUT TRASH RECEPTACLES USING A DISINFECTANT. (W)
 CLEAN AND POLISH BRIGHT METAL TO HAND HIGHT. (W)
 CLEAN ALL GLASS IN PARTATIONS AND DOORS (BOTH SIDES). (W)
 SWEEP THE FLOOR IN THE STAIR WELLS. (W)
- 7.
- 8.
- 10.
- 11.
- В **RESTROOMS:**
- CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL

VENDOR NUMBER:

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MOP. (W)

INVITATION TO BID

2.

- CLEAN TOWEL CABINET COVERS. (W)
 REMOVE FINGERPRINTS FROM STALL DOORS. (W)
- CLEAN ENTRANCE DOOR. (W)
- SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W) DUST METAL PARTITIONS. (W) 5.
- 6.
- DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
- 8.
- 10.
- WASH AND SANITIZE METAL PARTITIONS. (W)
 WASH TRASH RECEPTACLES USING A DISINFECTANT. (W)
 CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
 WASH AND SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.(W) 11.
- С. LOBBY ENTRANCEWAYS AND CORRIDORS:
- 1.
- 2.
- DUST LEDGES AND MOLDINGS. (W)
 SPRAY BUFF HEAVY TRAFFIC AREAS. (W)
 REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS. (W)
 CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS. (W) 3.
- 5.
- DUST AND CLEAN BUILDING REGISTER. (W)
 KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND
 POLISHED. ALL FOREIGN RESIDUE REMOVED ON OR AROUND DOOR AND 6. COMPONENTS. (W)
- D. STAIRWAYS - IF APPLICABLE

SWEEP OR VACUUM STAIR LANDINGS AND STEPS. DUST RAILINGS, LEDGES, GRILLES, FIRE APPARATUS, DOOR AND RADIATORS. (W)

- Ε. PATIO - IF APPLICABLE
- DUST LEDGES AND MOLDINGS. (W)

******* ********* M=MONTHLY

- OFFICES AND CONFERENCE ROOM(S): Α.
- 1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC. (M) CLEAN AND SANITIZE TELEPHONES. (M) CLEAN ALL WINDOW SILLS. (M) VACUUM ALL FABRIC FURNITURE. (M) SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. DUST AND/OR VACUUM VENTS IN CEILINGS/WALLS. (M)
- 2.
- 3.
- 4.
- 5. EXCEPT THE STAIRWELLS. (M)
- 6.
- R RESTROOMS:
- DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M) 1.
- SECTION VIII: SEMI-ANNUALLY OR QUARTERLY -UNLESS OTHERWISE SPECIFIED IN BID.

SEMI-ANNUALLY SERVICE TO BE PERFORMED BETWEEN THE MONTHS OF OCTOBER AND MARCH, SECOND SERVICE BETWEEN THE MONTHS OF APRIL AND AUGUST.

- THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAKROOM AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPOM THE TYPE OF CARPET. HALLWAY AND HEAVY TRAFFIC AREAS TO BE
- DONE QUARTERLY.
- 3. DUST ALL CORRIDOR WALLS UP TO THE CEILING WITH UNTREATED MOP OR VACUUM. DUST OR CLEAN CEILING VENTS. (QUARTERLY)
- LIGHT FIXTURES TO BE CLEANED THOROUGHLY. (SEMI-ANNUALLY)

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CLEAN ALL WINDOWS (SEMI-ANNUALLY) 5. VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY. INSIDE ONLY ON THE THIRD FLOOR. VACUUM DRAPES. (SEMI-ANNUALLY)

6.

- DUST ALL BLINDS OR WASH IF NECESSARY. (SEMI-ANNUALLY)
 CLEAN ALL BASEBOARDS THOROUGHLY. (SEMI-ANNUALLY)
- 8.
- CLEAN ALL PANELLING WITH OIL SOAP. (SEMI-ANNUALLY)

SECTION IX: ADDITIONAL SERVICES:

UPON COMPLETION OF WORK EACH NIGHT, LIGHTS ARE TO BE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND LEFT IN A NEAT AND ORDERLY CONDITION.

ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF NOTE: EACH OFFICE PRIOR TO SUBMITTING YOUR BID.

> ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMER-CIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR SHOULD NOT USE SUPPLIES SUCH AS AMMONIA, ETC. SAFETY DATA SHEETS PERTAINING TO CLEANING SUPPLIES SHALL BE GIVEN TO MANAGER OF EACH OFFICE,

TELEPHONE SERVICE:

INVITATION TO BID

EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX # (NO CELL PHONES) TO ENABLE THE STATE TO GET IN TOUCH WITH THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIVISION OF PURCHASING IN WRITING AS SOON AS POSSIBLE. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY).

PROBLEMS MUST BE HANDLED DURING THE WORK HOURS - NOT AFTER
WORK HOURS OR WEEKENDS. CALLS WILL BE CONFIRMED IN WRITING.

FAILURE TO RESPOND WILL BE CONFIRMED IN WRITING.

SECTION X: DEFAULT BY VENDOR:

IN CASE OF A DEFAULT ON A CONTRACT AND/OR ORDER BY A VENDOR, THE SMAY PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS COST IN PRICE AND/OR HANDLING. THE STATE

SECTION XI: INSPECTION OF SERVICES

EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM. INCOMPLETE PERFORMANCE DISCLOSED BY STATE OR DEPARTMENT INSPECTIONS, AT THE SOLE ELECTION OF THE STATE AND UPON NOTIFICATION TO THE CONTRACTOR, THE CONTRACTOR WILL BE REQUIRED TO CORRECT OR PERFORM LATE ANY OR ALL DEFICIENCIES. THE CONTRACTOR SHALL EXPLAIN, IN WRITING WITHIN FIVE (5) DAYS, WHY PERFORMANCE WAS UNACCEPTABLE, HOW PERFORMANCE WILL BE RETURNED TO ACCEPTABLE LEVELS, AND HOW RECURRENCE OF THE PROBLEM WILL BE PREVENTED IN THE FUTURE. THE STATE MAY RE-INSPECT ANY OR ALL LOCATIONS FOR POOR PERFORMANCE, AND THE CONTRACTOR MAY BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

QUARTERLY INSPECTION WITH VENDOR AND DEPARTMENT OFFICIAL REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING.

ATTACHMENTS VENDOR NAME :

VENDOR NUMBER: ITB NO. : 11-X-2220269

OPEN DATE : 08/20/10 TIME: 10:00 AM
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THERE WILL BE A MANDATORY SITE VIST ON 08/03/2010 AT 9:00 AM. THIS WILL BE HELD AT :

DEPARTMENT OF RISK MANAGEMENT 777 SOUTH LAWRENCE STREET SUITE 200

MONTGOMERY, ALABAMA 36104

INVITATION TO BID

PRICE SHEET VENDOR NAME :

VENDOR NUMBER:

ITB NO. 11-X-2220269

INVITATION TO BID OPEN DATE : 08/20/10 TIME: 10:00 AM

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MO

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LINE EXTENDED COMMODITY/SERVICE DESCRIPTION QUANTITY UNIT UNIT PRICE AMOUNT NO.

UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 010020 / 010M03
DEPARTMENT OF FINANCE/RISK MANG DIVISION OF RISK MANAGEMENT 777 S LAWRENCE ST SUITE 200

MONTGOMERY 36104

00001 COMMODITY CODE: 910-39-073620 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910V02, 5 DAYS PER WEEK, AND THE ATTACHED SPECIFICATIONS NOTES:

ATTACHED ARE PHYSICAL DRAWINGS FO EACH OF THE FLOORS OF THE THREE BUILDINGS. THIS SERVICE INCLUDES THE BUILDINGS AT 770 SOUTH MCDONOUGH ST., 771 SOUTH LAWRENCE ST. IN MONTGOMERY, ALABAMA. THE TOTAL SQUARE FOOTAGE IS APPROXIMATELY 40,000. THERE ARE APPROXIMATELY 20 RESTROOMS, 4 BREAK ROOMS, 28 TOILETS, 31 SINKS, 6 URINALS, 12 WATER COOLERS, 7 JANITORIAL CLOSETS, 175 WINDOWS IN ADDITION TO INTERIOR GLASS, 1,117 SQUARE FEET OF VCT—WORKROOMS, BREAKROOMS, ETC., 288 SQUARE FEET OF PAVERS, 36,000 SQUARE FEET OF CARPET, 1,569 SQUARE FEET OF PORCELAIN TILE-RESTROOMS, LOBBY, ETC., 966 SQUARE FEET OF MARBLE-MAIN LOBBYS. CONTRACTOR SHALL FURNISH CLEANING CONTRACTOR SHALL FURNISH CLEANING SUPPLIES IN ACCORDANCE WITH THE CARE AND MAINTENANCE INSTRUCTIONS ATTACHED. CONTRACTOR SHALL FURNISH ALL NEW EQUIPMENT FOR ALL BUILDINGS CONSISTANT WITH THE CARE INSTRUCTIONS PROVIDED BY THE STATE.
SEE ATTACHED SPECIFICATIONS FOR FURTHER DETAILS.

MANDATORY SITE VIST 08/03/10 AT 9:00 AM

PAGE	TOTAL
BID	TOTAL

Addendum to Janitorial Bid Specs Finance Department Division of Risk Management 777 Office Park Montgomery, Alabama

This service includes the buildings at 770 South McDonough Street, 771 South Lawrence Street, and 777 South Lawrence Street. The total square footage is approximately 40,000. Based on input from previous vendors, the State requires that the vendor assign a minimum of five (5) employees to the project for a minimum of four (4) hours each night for a total of 20 hours each night.

There are approximately

20 rest rooms

4 break rooms

28 toilets

31 sinks

6 urinals

12 water coolers

7 janitorial closets

175 windows in addition to interior glass

1,117 square feet of VCT - workrooms, breakrooms, etc.

288 square feet of pavers

36,000 square feet of carpet

1,569 square feet of porcelain tile – rest rooms, lobby, etc.

966 square feet of marble - main lobbys

Performance Standards

Elevator Floor Tracks

The Contractor shall remove litter and debris and vacuum soil from elevator car floor tracks and the floor tracks on each floor accessed by the elevator car.

Clean Floor Mats

The Contractor shall clean and empty floor mats. Use a wet/dry tank vacuum to remove moisture. Use an upright carpet vacuum to clean carpeted floor mats.

3. Dusting

The Contractor shall move or tilt all items such as chairs, seats, trash and ash receptacles, tables, storage containers, carts, etc. as required to perform the services next to, under or above such items.

The Contractor shall use a dust mop or vacuum with floor tool to remove visible and hidden soil and debris from all areas of the floor surface and from areas that are accessible without moving heavy furniture (such as office desks and file cabinets).

The Contractor shall use carpet vacuum attachments to vacuum areas inaccessible to the dust mop or broom such as edges, corners, crevices and visible areas under and between furniture.

4. Floors

The Contractor shall remove all splash marks on baseboards, furniture, and other surfaces.

5. Carpet

Remove Carpet Stains. The Contractor shall use carpet stain remover, a dampened utility brush, clean cloths, aerosol gum remover and wet/dry tank vacuums to remove nonpermanent stains from carpeted floors. The Contractor shall blot or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet. The Contractor shall spray carpet stain remover onto the stain and use a utility brush if required. After the stain has dissolved, the Contractor shall blot and rub the stain up in such a manner as to prevent spreading of the stain. After the stain has been removed, the Contractor shall blot or vacuum the carpet dry.

The Contractor shall remove carpet stains, completely vacuum, shampoo using water extraction equipment and supplies, and completely re-vacuum all carpet in the specified area. The Contractor shall shampoo areas such as corners that are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet shall follow a pattern which will give the carpet pile a uniform appearance. The Contractor shall vacuum the carpet sufficiently prior to shampooing to remove dry loose soil from the carpet pile. The Contractor shall use a pile brush to raise the carpet pile before and after shampooing if necessary in order to remove embedded soil and grit from the carpet pile or raise the carpet pile to allow sufficient penetration or to provide for adequate drying of the carpet.

Section I: Scope, Page 6

Add:

Contractor shall furnish cleaning supplies in accordance with the care and maintenance instructions attached.

- Tarkett Azrock commercial flooring
- b) Shaw carpets no bonnet cleaning allowed
- c) Roppe raised design rubber floor tile
- d) Wilsonart laminate
- e) DuPont corian

Contractor shall furnish all new equipment for all buildings consistent with the care instructions provided by the State.

Suggested examples or equivalent:

- a) NSS 218 UE commercial vacuum cleaners (5 one for each worker)
- b) NSS Pony 20 SCA automatic carpet extractor (3 one for each building)
- c) NSS Maverick 300 DS Floor machine bonnet cannot be used on carpet (3 one for each building)
- d) Wet/dry tank vacuum (3 one for each building)

There are 6 small janitorial closets and 1 larger storage area for janitorial supplies.

Section VI: Items Furnished by the State or Contractor, Page 7

- A. Contractor does not replace fluorescent lamps/tubes/bulbs.
- B. Contractor does not replace HVAC filters.

Section VII: Cleaning Schedule to be Performed by Contractor, Page 8

Daily/Nightly, A. Offices and Conference Rooms,

- 2. Add "and remove carpet stains".
- 10. Add "to include cleaning of sinks".

Page 10 - Monthly, Offices and Conferences Rooms, storage rooms, restrooms

Add these items:

Vacuum all fabric valances monthly Dust all mini blinds monthly (most all windows have mini blinds) Clean all baseboards monthly

Section VIII: Semi-annually or quarterly, Page 11

2. Cleaning of carpets. The bonnet method is prohibited. See care and maintenance instructions provided. Carpets will be cleaned semi-annually. To allow sufficient time for the contractor to clean and the carpet to dry, the State wants the carpet cleaned the weekend just before and including the 1st Monday in September. The second cleaning

should be planned for the weekend just before and including the 3rd Monday in February. *These are both State holidays*.

5. Clean all windows on all levels inside and out. Contractor will need to furnish a lift and an experienced operator. Window cleaning must be done semi-annually. To allow sufficient time for the contractor to clean without the interference of cars parked too close to the buildings, the cleaning should be scheduled for the weekend just before and including the 4th Monday in April and the weekend just before and including 2nd Monday in October. *These are both State holidays*.

Section IX: Additional Services, Page 11

Contractor must provide a 24 hour number to Sate that can be used in case of an emergency. This number will also be given to the State Capitol Police.

Section XI: Inspection of Services, Page 12

All deficiencies must be rectified within 2 hours of notice. No exceptions.

The quarterly inspections will be held 9 a.m. the 2nd Monday in January, April, July, and October. Should one of these dates fall on a State holiday, the inspection will be scheduled for the following Wednesday. Changes to these dates must be approved by the facilities manager.



Pony 20 SCA

Automatic Carpet Extractor



A large 20-gallon capacity and 22-inch power brush make the self-propelled Pony 20 SCA carpet extractor perfect for wide-open, carpeted areas.

- With its 3-stage vacuum motor and 100 PSI bypass-type solution pump, the Pony has the power to blast solution into the nap and the suction to remove carpet dirt in a single pass.
- The variable-speed drive motor allows the operator to match working speed to carpet conditions. Compared to a box extractor, The Pony 20 SCA cleans carpet in half the time and is less fatiguing to operate.
- A built-in spray wand makes pre-cleaning spots and high traffic areas quick and easy.
- The spring-loaded brush housing, with quick quarter-turn removable nozzles, is offset to clean up to the baseboard. A floating brush and lock-down swinging vacuum shoe assure the Pony 20 SCA provides aggressive cleaning performance while minimizing drying time.
- Built for the rigors of heavy-duty commercial use, the Pony features a flap-type float shut-off, hinged polyethylene body, and a welded steel base.

NSS Enterprises, Inc. 3115 Frenchmens Road Toledo, Ohio 43607-2958 USA www.nss.com



Pony 20 SCA Specifications

Tank capacity

Solution 20 gal (76 L) with solution level indicator

Recovery 20 gal (76 L)

Solution Pump

Type 100 PSI, bypass, 115V (240V available)

Vacuum Motor

Type 3-stage bypass, 115V (240V), 1.75 HP

Closed Waterlift 125 in (318 cm)

Drive Motor

Type 0.05 HP, variable speed, 115V (240V)

Current 15 amps

Brush Motor

Type Perm. magnet, 0.25 HP, 115V (240V)

RPM 2,100

Construction

Tanks Rotocast polyethylene

Base Steel welded

Housing Mounted on hinges

Spray Jets 5 stainless steel snap-in jets on bar

Wheels Two 8 in (20 cm) roller bearing

Casters Two 4 in (10 cm) ball bearing swivel

Vacuum Shoe Cast aluminum with steel plate

Bottle Holder Molded, holds 2 bottles

Acc. Spray Wand Built-in, wand holder at rear of machine

Brush 22 in (56 cm) cylindrical

Brush Housing 2-piece, allows easy access to brush

ord 12-3 SJT, detachable twist-lock, 75 ft

Sound Level 75 dBA @ operator

Accessory Valve Quick couple type, all brass

Drain Mechanism Dump hoses on both tanks

Float Shut-Off Flap type

Dimensions

Height 41 in (104 cm)

Width 23.5 in (60 cm)

Length 47 in (119 cm)

Weight

Machine 165 lbs (73 kg)

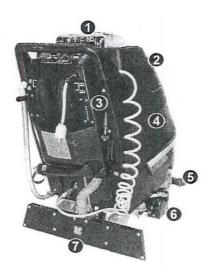
Shipping 204 lbs (93 kg)

Shipping Class 125

ing class 123

Warranty 3 year limited, 10 years on poly parts

Productivity 4,183 sq ft per hour (389 m²)





Quick disconnect spray bar slides out easily.



Hinged body allows access to internal components.

- 1 The clear dome allows viewing the reclaimed liquid.
- Durable 20-gal (76 L) polyethylene tanks do not rust or corrode; they're warranted for 10 years.
- Built-in spray wand allows the operator to pretreat high traffic areas.
- The tank-over-tank design of the Pony 20 SCA improves sight lines and keeps the machine balanced from job start to finish.
- The non-marking guide wheel lets the operator extract carpacting right up to the wall.
- Spring-loaded brush head is offset to clean right to the wall.
- Cast aluminum vacuum shoe floats on the carpet surface. It swings on turns to ensure maximum vacuum coverage of the scrub path.



Hand tools and hoses are available for stairs and upholstery.



The Pony 20 SCA has a recycleable welded steel frame.

The tank-over tank design keeps the machine balanced throughout operation.

The wheel drive feature of this machine allows for easy extracting, reducing operator fatigue.



NSS Enterprises, Inc. 3115 Frenchmens Road Toledo, OH 43607-2958 USA

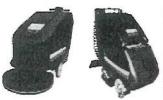
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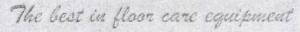
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National Super Service Floor & Cleaning Equipment





Monsterianitorial.com



Janitorial supply specialists

NSS High quality carpet extractors, floor machines, auto scrubbers and vacuum cleaners

For NSS equipment and NSS parts check out http://www.monsterjanitorial.com online ordering and pricing.

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- → Automatic Scrubbers
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- → Floor Sweepers
- → Wet Dry Vacuums
- → Tools, Hoses & Access.
- → Carpet Fans

NSS National Super Service Maverick 300 DS Floor Machine

For NSS online ordering and pricing please visit us at http://www.monsterjanitorial.com



SEARCH FOR ITEMS

SEARCH

Best Selling Items

- → ADA Signs
- Air Sanitizer
- + Antibacterial Soap
- → Ashtray Sand
- → Bar Soap
- → Brooms
- → Carpet Bonnets
- → Carpet Fans
- → Cleaning Sponges
- Corn Brooms
- → Cup Dispensers
- Deck Scrub Brush
- → Disposable Gloves
- → Disposable Wipers
- → Dust Mop Frames
- → Dust Mop
- → Dust Pans
- → Feather Dusters

For versatility in floor and carpet care, the Maverick 300 sets the standard for variable-speed floor machines. By dialing the appropriate speed, the Maverick 300 will polish, spray buff, scrub, and strip. A powerful 1.5 HP motor assures excellent performance at any speed between 200 and 310 RPM. At lower speeds, the Maverick 300 is the ideal machine to rotary scrub hard floors and carpeted areas. Lower pad speeds are also recommended when using the Maverick 300 to wet strip hard floors. The highest pad speed—310 RPM—will buff or spray buff hard floors or bonnet clean carpet. The Maverick 300, available in 17-inch (43.2 cm) and 20-inch (50.8 cm) widths, includes a lock-out mechanism on the handle. This safety feature helps to prevent unauthorized use of the machine.

- Facial Tissue
- Floor Cleaner
- → Floor Finish
- → Floor Mats
- → Floor Pads
- + Furniture Polish
- → Glass Cleaner
- Hand Dryers
- → Hand Sanitizer
- Janitor Carts
- → Kitchen Towels
- → Latex Gloves
- → Metal Sponge
- → Mop Buckets
- → Mop Heads
- → Paper Towel Dispensers
- → Paper Towels
- → Pumice Soap
- → Push Brooms
- + Recycle Containers
- → Roll Towels
- → Sanitary Napkins
- → Scouring Pads
- → Scrub Brush
- → Smoking Urn
- → Soap Dispensers
- + Stainless Steel Polish
- → Toilet Bowl Mops
- → Toilet Seat Covers
- Toilet Paper
- → Trash Can Liners
- → Trash Cans
- → Urinal Blocks
- → Urinal Screens
- → Utility Pads
- Vinyl Gloves
- → Wet Floor Signs
- → Window Squeegees

MAVERICK 300 Specifications

Pad Speed	200-310 RF variable	21.1	Gear 3-idler planetary gear		Dimensions -Length	26 in. (66 cm) 22 in. (56 cm) 45 in. (124 cm)	
Pad or Brush 17 in. (43.2 cm) 20 in. (50.8 cm)			Construction -Cord	75 ft. (22.8 m), 14-3 SJT			-Width -Height
Metor -HP -Size -Voltage	1.5 HP 66 Frame w amp direuit 116-120V 226-240V.	breaker avaitable	-Wheels -Tube Handle -Motor Cover -Bumper	atuninum		Weight -Madhine • 17 in. • 20 in. -Stripping • 17 in.	85 lbs. (38.6 kg) 92 lbs. (41.8 kg) 113 lbs. (51.2 kg)
Current	urreint 15 amp @ 120V. 7.5 amp @ 246V.		Sound Level	vel 62 dbA, low speed 68 dbA, high speed		* 20 in . Warranty	120 lbs (54.5 kg) 3 year limited
Productivity			CILC.	Scrub		Stimere	Spray Buff
		3-11-1		Shampoo 9 sg. ft. per hour	2,780 sq. ft. per hour		
		g fit per hour	3,600 sq. ft. per hour		0 sq. ft. per hour	3,100 sq. ft. per hour	

The variable-speed control switch allows the operator to match the pad speed with the job at hand. The Maverick 300 control handle includes a mechanical lock-out which must be released before the switch lever can be activated. The Maverick 300 sports a unique pad driver, which is balanced to provide smooth operation (20 in. #2892551; 17 in. #2897551). Sturdy 1.5-in. tube handle is chrome-plated to resist corrosion. Dual switch levers allow the operator to easily control the side to-side movement of the machine. Built-in cord wrap hook provides easy storage for the power cord when not in use. Precision-cast aluminum locking lever lets operator adjust handle to a comfortable position. 360° non-marking bumper protects walls and fixtures from accidental damage. Metal cord strain relief and internal compression lock prevent the cord from being pulled out of the machine.

MAVERICK 300 HIGH SPEED FLOOR MACHINE

Versatile and reliable, the high performance Maverick 300 lets you polish, spray buff, scrub or strip floors. Use a bonnet or pad to spin clean carpet with the same machine. Variable speed (200 - 310 RPM) operation. 1-1/2 HP p/m motor with 3 idler gear box. Safety lock-out. Available in 17" or 20."

VARIABLE HIGH SPEED (200-310 RPM) - 115-V FLOOR MACHINE MAVERICK 300 Variable High Speed with Structural Foam Pad Driver:

5401606 17" Variable speed 1.5 HP floor machine (pad driver #2897551) \$1,943.00

5401602 20" Variable speed 1.5 HP floor machine (pad driver #2892551) \$1,977.00

FLOOR MACHINE ACCESSORIES

7991751 17" NSS Lite Blue Polish/Burnish Pad (Case of 5) \$27.95

7991781 17" NSS Ultra Hair Pad (Case of 5) \$27.95

7991741 17" NSS UHS CleanBuff Pad (Case of 5) \$27.95

7991731 17" NSS Blue Scrub Pad (Case of 5) \$27.95

7991721 17" NSS Green Scrub Pad (Case of 5) \$27.95

7991701 17" NSS Black Strip Pad (Case of 5) \$27.95

7992051 20" PADS 20" NSS Lite Blue Polish/Burnish Pad (Case of 5) \$35.15

7992061 20" NSS Lite Hair Pad (Case of 5) \$35.15

7992081 20" NSS Ultra Hair Pad (Case of 5) \$35.15

7992091 20" NSS Ultimate Hair Pad (Case of 5) \$35.15

7992041 20" NSS UHS CleanBuff Pad (Case of 5) \$35.15

7992031 20" NSS Blue Scrub Pad (Case of 5) \$35.15

7992021 20" NSS Green Scrub Pad (Case of 5) \$35.15

7992001 20" NSS Black Strip Pad (Case of 5) \$35.15

7992011 20" NSS Brown Strip Pad (Case of 5) \$35.15

17" AND 20" PAD DRIVERS - HIGH SPEED (300 RPM)

2897551 17" High Speed Pad Driver (Fits Maverick 300 and Mustang 300 DS) \$204.60

2892551 20" High Speed Pad Driver (Fits Maverick 300 and Mustang 300 DS) \$218.80

15" PAD DRIVERS and BRUSHES

2895211 15" Poly Back Tufted Pad Driver \$85.15

2895201 15" Poly Back Nylon Fill Scrub Brush \$174.75

17" PAD DRIVERS and BRUSHES

2897211 17" Poly Back Tufted Pad Driver \$99.65

2897601 17" Structural Foam Pad Driver \$98.50

2897201 17" Poly Back Nylon Fill Scrub Brush \$169.85

2897711 17" Poly Back Nylon Grit Fill Scrub Brush \$244.00

2897821 17" Poly Back Nylon-Soft Scrub Brush (Carpet Only) \$158.15

20" PAD DRIVERS and BRUSHES

2892211 20" Poly Back Tufted Pad Driver \$107.15

2892601 20" Structural Foam Pad Driver \$107.15

2892031 20" Wood Back Bassine Scrub Brush \$115.05

2892201 20" Poly Back Nylon Fill Scrub Brush \$222.55

2892651 20" Poly Back Nylon Fill Scrub Brush with Guide for Carpet Shampooing \$239.30

2892701 20" Poly Brush, Shower Feed \$118.55

2892711 20" Poly Back Nylon Grit Fill Scrub Brush \$310.95

17" AND 20" MUSTANG PAD DRIVERS

2897801 17" Plastic Back Tufted Pad Driver - Mustang \$67.30

2892801 20" Plastic Back Tufted Pad Driver - Mustang \$82.70

CLUTCH PLATES

2893001 Aluminum Clutch Plate, 4" Diameter, 3 Holes \$18.25

2890981 Plastic Clutch Plate, 4" Diameter, 3 Holes \$18.25

2890991 Aluminum Clutch Plate, 5" Diameter, 6 Holes \$31.35

2890101 Plastic Clutch Plate, 5" Diameter, 6 Holes \$18.25

2890971 Plastic Clutch Plate, 5" Diameter, 6 Holes, Hi-Speed \$18.40

FLOOR MACHINE ACCESSORIES

5094761 Deluxe Solution Tank - 2 Gallon with Brass Valves, Fits all Models \$144.00 5094751 Deluxe Solution Tank - 4 Gallon with Brass Valves (will not fit Galaxy) \$130.55 2890201 Spray Buff Applicator (Pump Up Type) \$177.20

> For NSS online ordering and pricing please visit us at http://www.monsterjanitorial.com

Related Websites

Janitorial Supplies Partner Sites

Mop Buckets and Wet Mop Supplies Pet Stain And Odor Remover Floor Pads And Sand Screens Soap Dispensers National Super Service Parts Cleaning Supplies

Products sold on this site include commercial carpet extractors, commercial vacuum cleaners, commercial heavy duty auto scrubbers, commercial floor sweepers, burnishers, floor machines and NSS National Super Service Parts And Accessories. If you have large machine, carpet extractor and carpet vacuum cleaner orders please feel free to contact us for bulk purchase pricing.

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National Super Service Floor & Cleaning Equipment



The best in floor care equipment



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Janitorial supply specialists

NSS High quality carpet extractors, floor machines, auto scrubbers and vacuum cleaners

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E) NSS Schematics

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NSS Floor Equipment

- + Automatic Scrubbers
- → Floor Burnishers
- → Floor Machines
- → Vacuum Cleaners
- → Carpet Extractors
- + Floor Sweepers
- → Wet Dry Vacuums
- + Tools, Hoses & Access.
- + Carpet Fans

SEARCH FOR ITEMS

SEARCH

Best Selling Items

- → ADA Signs
- → Air Sanitizer
- + Antibacterial Soap
- → Ashtray Sand
- → Bar Soap
- → Brooms
- → Carpet Bonnets
- → Carpet Fans
- → Cleaning Sponges
- → Corn Brooms
- → Cup Dispensers
- → Deck Scrub Brush
- → Disposable Gloves
- Disposable Wipers
- → Dust Mop Frames
- → Dust Mop
- → Dust Pans
- → Feather Dusters

National Super Service Commercial Vacuum Cleaners

NSS National Super Service Pacer 214 And pacer 218
Commercial Vacuum Cleaners

For NSS online ordering and pricing please visit us at http://www.monsterjanitorial.com

Pacer 214 UE | 218 UE

14" and 18" Two-Motor Upright Vacuums



For quick, effective carpet vacuuming, the Pacer 214 UE and Pacer 218 UE combine cleaning power and ease of operation to make them the ideal choice in two-motor uprights. One motor for suction power and a second motor to drive the brush for the most effective cleaning performance. Ergonomic design features reduce operator fatigue. • Enclosed ergonomic handle allows a relaxed grip. • Large built-in carrying handle makes transport easy. 3-stage filtration system enhances IAQ. • Poly-lined two-ply paper filter bag contains the vacuumed dirt. • Stage-two motor filter provides added filtration in the event of a tear in the filter bag. • Exhaust filter traps additional particles and carbon brush dust created by the vacuum motor. Brush motor shuts off when the wand is in use for detail cleaning, protecting the carpet from brush burn. Removable suction tube makes clearing

- ~ Facial Tissue
- → Floor Cleaner
- → Floor Finish
- Floor Mats
- → Floor Pads
- → Furniture Polish
- Glass Cleaner
- → Hand Dryers
- Hand Sanitizer
- → Janitor Carts
- → Kitchen Towels
- → Latex Gloves
- → Metal Sponge
- → Mop Buckets
- → Mop Heads
- Paper Towel Dispensers
- → Paper Towels
- → Pumice Soap
- → Push Brooms
- → Recycle Containers
- → Roll Towels
- → Sanitary Napkins
- → Scouring Pads
- → Scrub Brush
- + Smoking Urn
- → Soap Dispensers
- → Stainless Steel Polish
- → Toilet Bowl Mops
- → Toilet Seat Covers
- → Toilet Paper
- + Trash Can Liners
- + Trash Cans
- → Urinal Blocks
- Urinal Screens
- → Utility Pads
- Vinyl Gloves
- → Wet Floor Signs
- + Window Squeegees

clogs simple.

Pacer 214 UE / 218 UE Specifications

Brush	Spiral brush with replaceable strips	Switches & Controls	Rocker critoff switch and bag full expressor light	Dimensions -Height -Width *214 UE	48.75 in. (125 cm)
Vacuum Motor 2-stage, 10.5 cmpc € 120V(1000 waits) -Type 4.4 cmps € 246V±1000 waits) -Flow 91 CFM -Waterlift 84-in.	2 42 5 # 120//1200	Cord	40-±. (12.2 m) 18-3 SJT safety yellow		14.5 in. (36 cm) 18.5 in. (46 cm)
	4.4 amps @ 240V.(1000 watts)	Construction	High-impact ABS plastic	-Weight	
	Sound Level -214 UE -218 UE	65 dbA 65 dbA	*214 UE *218 UE	21 lbs. (9.5 kg) 22 lbs. (16 kg)	
Brush Motor	1.4 amps @ 129V. (150 watts) 0.8 amps @ 240V. (150 watts)	Capacity	5 quarts dry (4.75 Mers)	-Shipping *214 UE *218 UE	27 lbs. (12.5 kg)
Filtration	2-Stage—Top filled two-pty poly-Erned liber, motor, and exercust filler, Micro- optional	Cleaning Path -214 UE -218 UE	14 in, (36 cm) 15 in, (46 cm)	Warranty	28 lbs. (13 kg) 1 year limited 2 years on motors and PC board

Top-filling, poly-lined two-ply paper filter. Motor filter. Built-in two-piece suction wand and on-board tools simplify detail cleaning. On-board lighted on/off switch. High-impact ABS plastic for long life. Easy access to brush housing for quick brush strip changes. Wrap-around, non-marking bumper protects furniture and walls. 40-ft. cord reduces outlet changes. Bag full indicator light activates when bag needs changing or vacuum chamber is clogged. Built-in carrying handle for easy transport. Pacers clean right to the edge, right up Enclosed, ergonomic handle allows the operator to vacuum with a relaxed grip. Cord strain relief prevents damage to the cord due to accidental pull-out.

PACER 214 1218 TWO-MOTOR UPRIGHT VACUUMS

These high performance Pacer's two-motor design delivers cleaning power, ease of operation, and durability. Electronic display indicates when brush is adjusted correctly or if brush strips need to be replaced. Automatic shut-off protects brush motor if it becomes jammed. Built-in suction wand provides detail cleaning capability. Multiple filtration system assures filtering efficiency. Micro-Lined® paper filter bag traps 99.7% of allergen and irritant particles down to 5 microns. Optional Micro-Filter traps particles as small as 0.3 microns for even higher IAQ.

UPRIGHT TWO-MOTOR VACUUMS

PACER 214 1218 UE complete with Crevice Tool, Round Brush, and Upholstery Tool

7207502 14" Two-Motor Upright Vacuum \$651.00

7207512 18" Two-Motor Upright Vacuum \$794.00

PACER 214 / 218 UE ACCESSORIES REPLACEMENT PARTS

6890741 Brush Drive Belt-Pacer 214 UE \$15.15

6890781 Brush Strip, Black - Pacer 214 UE \$17.75

7293201 Brush Drive Belt-Pacer 218 UE \$20.70

7293331 Brush Strip, Black - Pacer 218 UE \$17.20

PACER 214 1218 UE - FILTERS \$21.35

6890241 10 Pack Micro-Lined® Paper Filter Bags (Pacer 214 / 218 UE Shipped One Paper Filter Bag) \$21.35

6892001 Cloth Filter Bag \$49.00

6892011 5 Pack Synthetic Cloth Micro-Filter Bags (For Use with Micro-Filter) \$73.50

6890171 Micro-Filter Assembly (Frame and Cloth Filter) \$38.85

6890161 Safety Filter \$10.00

6890471 Exhaust Filter \$9.15

6890251 Upholstery Tool \$12.00

6890261 Crevice Tool \$9.00

7293351 Hi-Up Extension Tube \$27.00

7293361 2-Position Round Brush Tool \$9.70

For NSS online ordering and pricing please visit us at http://www.monsterjanitorial.com

Related Websites

Janitorial Supplies Partner Sites

Mop Buckets and Wet Mop Supplies Pet Stain And Odor Remover Floor Pads And Sand Screens Soap Dispensers National Super Service Parts Cleaning Supplies

Products sold on this site include commercial carpet extractors, commercial vacuum cleaners, commercial heavy duty auto scrubbers, commercial floor sweepers, burnishers, floor machines and NSS National Super Service Parts And Accessories. If you have large machine, carpet extractor and carpet vacuum cleaner orders please feel free to contact us for bulk purchase pricing.

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RECOMMENDED MAINTENANCE PRODUCTS AZROCK COMMERCIAL FLOORING

	POLISH	STRIPPER	CLEANER
Description	TARKETT Commercial	TARKETT Commercial	TARKETT Commercial
	Floor Polish	Floor Stripper	Floor Cleaner
Product code	C502 – 2.5 Gallon (9.46L)	C402 – 2.5 Gallon (9.46L)	C302 - 2.5 Gallon (9.46L)
Use	Specially formulated by TARKETT for use on all TARKETT Commercial Vinyl Flooring. Recommended for use on all commercial vinyl flooring.	Specially formulated by TARKETT for use on all TARKETT Commercial Vinyl Flooring. Recommended for use on all commercial vinyl flooring.	Specially formulated by TARKETT for use on all TARKETT Commercial Vinyl Flooring. Recommended for use on all commercial vinyl flooring.
Warning	Do not take internally Keep out of reach of children Keep from freezing.	May cause severe eye or skin burns Harmful if wallowed Do not take internally Keep out of reach of children Keep from freezing. Do not use on Linoleum or Wood	Eye and skin Irritant Do not take internally Keep out of reach of children Keep from freezing.
Features	High Performance Acrylic Polish Versatile-Dry bright polish, spray buff polish or high speed burnishing. High solids Content for superior floor protection. Exceeds ASTM D 2047 for slip resistance.	Ammonia - FREE Detergent enhanced Highly efficient – No need for aggressive pads Labor saving Can be used with automatic scrubbers	Low foaming general purpose floor cleaner Neutral pH. Concentrated – allows for dilution as low as 64:1.
Coverage	1,500-2,000 sq. ft. per gallon / per coat	Makes up to 4 gailons per gallon	Makes 64 gallons per gallon
Directions	FLOOR PREPARATION Sweep or vacuum thoroughly. Wash with TARKETT floor Cleaner Rinse thoroughly Let floor dry POLISH – LOW TRAFFIC Apply 3 to 5 coats Use a clean mop or applicator Let dry 30 minutes between coats. POLISH – LIGHT TRAFFIC Follow instructions above; then High speed burnish or Spray – buff or Apply 1 or 2 extra coats.	MIXING One quart per 3 quarts of water. SPREAD & SOAK Spread over a moderate-size area Soak for 5 minutes SCRUB Scrub at low speed Use 3M green scrubbing pad or equal or Scrub-grit® brush or equal Coarser brushes or pads are too abrasive CLEAN Vacuum spent solution Rinse thoroughly with clean water Vacuum again FINISH Let the floor dry Apply 3 to 5 coats of TARKETT commercial floor polish	DAMP MOPPING 3-4 oz. per gallon of water No rinsing required SCRUBBING 4-6 oz. per gallon of water Use light to medium duty pad or brush Rinsing required AUTOMATIC SCRUBBER 2-3 oz. per gallon of water No rinsing required

Please obtain full details on maintenance requirements for your specific flooring product. Full details can be found in the latest edition of Azrock's Installation & Maintenance Manual or by contacting Installation Services at the address below or at aztech@tarkett.com

Tarkett USA Inc. 1705 Oliver St. Houston, TX 77007 Mailing address: P.O. Box 3145 Houston, TX 77253

Tel.: (713) 869-5811 Fax: (713) 869-5271

MAINTENANCE HINTS

- Use full width entrance walk-off mat. Clean mats frequently. Do not use walkoff
 mats with rubber base that can come in contact with floor tile. Stains often result
 when rubber comes in contact with vinyl composition tile.
- Sweep floors daily to remove grit and dirt which will be ground into the finish if left too long.
- Buffing over the finish with a poissing machine adds luster to the finish coat and helps dislodge dirt and blends touch-up spots with original finish coat.
- Operators of ultra-high speed machines must be thoroughly trained in the machine's proper use. Improperly used, these machines can damage any resident floor covering.
- · Don't polish TARKET floor finishes until thoroughly dry such action kills its luster.
- Don't apply floor finish in a heavy coat. One or several thin, even coats provide better floor protection and improved appearance.
- Mop with clear water if dist accumulation is not removed by sweeping. DO NOT flood the floor when mopping.
- Be sure no floor cleaner film is left on the floor before applying finish. Floor finish over a floor cleaner film reduces the water resistance of the finish and may leave a spotted floor.
- Touch up worn spots in heavy traffic areas before finish film wears through completely. Usually, it is not necessary to reapply finish to the entire floor.
- NEVER apply floor finish over a disty surface. The dist will be trapped under the new coating. If the floor has been exposed to traffic since the last floor finish application, it should be mopped clean.
- Bo not force-dry TARKETT Commercial Floor Polish or any other high quality metal cross-linked acrylic floor finish. This often will cause powdering of the finish.

CONTINUING GENERAL MAINTENANCE

JOB CONDITIONS

Interior air conditioning or heating must be in operation.

EQUIPMENT REQUIRED

See previous page for a list of equipment needed. The amount of each item will be determined by the cleaning crew size required to finish a defined area within an allotted time. Improperly equipped crew members will waste time and increase maintenance costs.

STRIPPING PROCEDURE

See previous page for details on stripping. If a new brand of finish is being applied after an incomplete stripping, there is a good possibility that the new brand may not adhere to the old one. To prevent "non-adherence" of the new finish, it is very important that the old finish be removed completely.

APPLICATION OF FINISH

See previous page for details on finish application. Do not rub in the finish. A coat of finish will dry to a sheen in approximately 45 minutes depending on temperature and humidity. Apply two to four coats depending on gloss desired.

For further information regarding Azrock Product Warranties and Floor Care procedures write to:

> TARKETT Inc. USA Installation Services 1705 Oliver Street Houston, TX USA 77007 AZTech@Tarkett.com

arkett. www.azrock.com









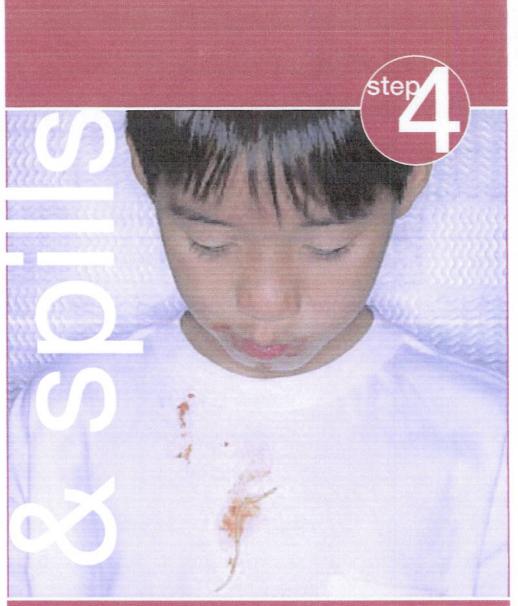
O Vacuum: Vacuuming is the most important element in the maintenance of carpet and overall appearance of the facility. Vacuums are designed to remove dry soil, which accounts for 85 percent of soil tracked into a building. Frequent usage captures dirt at the surface before it settles and becomes more difficult to remove. A quality vacuum is vital to prolonging the life of your carpet. When selecting a vacuum, be sure it is certified by the Carpet and Rug Institute (CRI) Vacuum Cleaning Indoor Air Quality Program (www.carpet-rug.org).

o Interim cleaning: Interim cleaning may be conducted between extractions to reduce the total number of extractions and renew carpet appearance.

- Low moisture encapsulation: Low moisture encapsulation systems efficiently improve carpet appearance with limited down time for cleaning and drying. The cleaning agent R2Xtra, or another encapsulating cleaner certified by the Carpet and Rug Institute (CRI) Seal of Approval Program, is applied and mechanically agitated into the carpet pile, allowed to dry, then vacuumed to remove the encapsulated soil. In conjunction with scheduled hot water extraction, the low moisture method helps maintain premium carpet appearance.
- Other interim systems: Other methods, such as the Bonnet, provide merely a temporary appearance enhancement because they only absorb at the surface and provide no extraction of deep soil. A spinning bonnet also may damage the pile. Shaw does not recommend the Bonnet method.

o Hot water extraction: Hot water extraction cleans the oily materials that vacuums can't remove, which accounts for 15 percent of all soil. The frequency of hot water extraction should be defined by the maintenance schedule. If the carpet looks dull or dirty between cleanings the frequency should be increased. Proximity to areas with a high content of oily soil may require more frequent hot water extractions.

- · Steps to follow:
- 1. Thoroughly vacuum all carpet.
- Apply a traffic lane cleaner such as R2Xtra, or another cleaner certified by the CRI Seal of Approval Program (www.carpet-rug.org).
- 3. Agitate carpet to allow cleaner to penetrate. Allow 10 min, dwell time.
- 4. Extract with an extraction unit that can apply rinse water at a rate greater than one gallon per minute, with sufficient recovery power to avoid overwetting the carpet. Do not use extraction machines that recycle the water.
- 5. Use fans or air movers to decrease drying times.
- Do not use cleaning agents containing optical brighteners or silicon-based anti-soil treatments.
- Self-contained, walk-behind machines that apply a cleaning solution at a rate balanced with the recovery capability of the machine do not perform as well as a high-performance extractor.
 These machines should be used as an interim method, supplemented by periodic high-performance cleaning.



(S) (S) (S)

Unlike planned maintenance, spot and spill removal is the reaction to an unplanned incident and should always involve immediate action. In general, solids should be gently removed and liquids blotted with a white towel, working from the outer edge of the spill toward the center. Next, apply R2Xtra or another spotter certified by the CRI Seal of Approval Program to the stained area. Agitate with a soft bristle brush (do not scrub) and allow solution to dwell on the carpet for a minimum of 10 minutes. When dry, remove by vacuuming. Wet stains, severe stains, or bodily fluids should be removed by a portable extractor. If this does not fully remove the stain, contact a professional cleaner or follow the recommendations on the attached chart.

FOR MORE SPOT & SPILL INFORMATION

shawcontractgroup.com/maintenance



Adhesive: Carpet	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Alcoholic Beverages	Clean with R2Xtra or another general purpose cleaner.
Asphalt	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Betadine	Clean with a sodium thiosulfate solution or streepene solution for solution dyed carpet. Follow with R2Xtra or another general purpose cleaner.
Blood	Clean with R2Xtra or another general purpose cleaner. If blood is dry, an ammonia solution may be used.
Butter	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Chewing Gum	Freeze, then shatter and vacuum. Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Chocolate	Clean with an ammonia solution. Follow with R2Xtra or another general purpose cleaner.
Coffee	Clean with a white vinegar solution or acidic spot cleaner. Follow with R2Xtra or another general purpose cleaner.
Cola	Clean with R2Xtra or another general purpose cleaner.
Cosmetics	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Crayon	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Deicer, Salt	Vacuum and blot. Then clean with R2Xtra or another general purpose cleaner.
Excrement	Blot and clean with R2Xtra or another general purpose cleaner.
Food	Clean with R2Xtra or another general purpose cleaner.
Furniture Polish	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.



Grease	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
lnk	5
Ballpoint	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Permanent	Clean with a solvent designed for grease removal. Follow with R2Xtra or another
Washable	general purpose cleaner. • Clean with R2Xtra or another general purpose cleaner.
Lipstick	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Milk	Clean with R2Xtra or another general purpose cleaner.
Mustard	Clean with R2Xtra or another general purpose cleaner.
Nail Polish	Clean with polish remover. Follow with R2Xtra or another general purpose cleaner.
Paint: • Latex, Wet • Latex, Dry	 Clean with R2Xtra or another general purpose cleaner. Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Rust	Contact a professional.
Tea	Clean with a white vinegar solution or acidic spot cleaner. Follow with R2Xtra or another general purpose cleaner.
Toner: Copier	Vacuum, then clean with R2Xtra or another general purpose spot cleaner.
Unknown	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Urine or Vomit	Clean with a white vinegar solution or acidic spot cleaner. Follow with R2Xtra or another general purpose cleaner.
Wax	Freeze, then shatter and vacuum. Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Wine	Clean with an ammonia solution. Follow with R2Xtra or another general purpose cleaner.



General purpose 1/2 teaspoon of clear dishwashing spotter detergent per one quart of water.

Vinegar solution One part vinegar to one part water.

Ammonia solution One tablespoon ammonia to

one cup of water.

Solvent for grease NEVER APPLY DIRECTLY TO CARPET.

Apply solvent cleaner to towel and

then remove spot from carpet.

shaw contract group

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Product Data

Section 9 Resilient Flooring



Maintenance

7.1 Required Initial Maintenance

7.1.1 Liquid/Solution Cleaning (Non Sealer/Finish Applications): All procedures only apply to Roppe Raised Design Rubber Tile and Dimensions Rubber Tile. Please choose the correct procedure/procedures pertaining to your specific installation. Read the manufacturers recommendations, procedures and cautions before applying. Always test a small area first to ensure the desired results are achieved before proceeding. The first month after the installation of Roppe Rubber Tile should be used as a test period to assess the best procedure for continued maintenance. Insufficient cleaning and maintenance will reduce the wear life and appearance of the tile. There is to be no foot traffic on the tile or cleaning for at least 72 hours and no wheeled conveyances for at least 3 days to allow Roppe's recommended adhesives to properly cure. Remove any covering that may have been used to protect the floor. If the Rubber Tile is brand new, there is a silicone mold release on the face of the tile from the manufacturing process, which must be removed. The tile must be properly cleaned and the mold release agent removed before it is released for use of any kind. First, sweep or vacuum to remove dirt and other particulates. To remove the mold release, the tile must be scrubbed with either Spartan Chemical's (800-537-8990 or www.spartanchemical.com) LOE Stripper or Green Solutions Floor Finish Remover. Apply diluted cleaning solution to the tile with a soft-bristled deck brush (required for raised design tile). Scrub the area with either a175-350 RPM maximum scrubbing machine using a soft-bristled nylon scrubbing brush or hand scrub with a soft-bristled deck brush (required for raised design tile) or a 3M 4100 White Super Polish Pad (required for smooth finish tile). Rubber Tile must be thoroughly cleaned in both directions in order to remove the mold release agent. Ensure the brush does not scratch the tile and do not heel the scrubbing machine. Follow the manufacturer's recommendation for dilution, use and special precautions and warnings. Do not allow solution to dry or the scrubbing machine or brush to scratch the tile. DO NOT flood the tile when cleaning and do not allow the cleaning solution or water to work its way beneath the tile which can result in an adhesive failure. Wet vacuum or mop up the residue. Rinse with clean, cool water, remove the water utilizing a wet vacuum or mop, and allow the tile to dry thoroughly. Afterwards, Use a mild, neutral (pH 7 to 8) cleaner like Spartan Chemical's Damp Mop or Spartan Chemical's Green Solutions Neutral Disinfectant Cleaner to clean the Tiles in order to completely remove the mold release cleaning products. Follow the manufacturer's recommendations for dilution and use. Allow the cleaning solution to stand for approximately 10 to 15 minutes; however, DO NOT allow the solution to dry or work its way beneath the tile resulting in an adhesive failure. Scrub the area with either a 175-350 RPM maximum scrubbing machine using a soft-bristled nylon scrubbing brush or hand scrub with a soft-bristled deck brush (required for raised design tile) or a 3M 4100 White Super Polish Pad (required for smooth finish tile). All Tile must be thoroughly cleaned in both directions. Rinse with clean, cool water, remove the water, and allow the tile to dry thoroughly, normally 3 to 4 hours before exposing to traffic DO NOT use highly alkaline, highly acidic, or solvent-based cleaners. DO NOT flood the floor or scratch during application.

Product Data

Section 9 Resilient Flooring



7.1.2 Dry Buffing - (Non Sealer/Finish Applications): After wet-cleaning the flooring, dry buffing should be performed on routing basis to maintain the floors natural surface luster. DO NOT dry buff the floor until it has been cleaned with clean, cool water. Remove rinse water with a wet/dry vacuum and allowed to dry completely. For large installations, dry polish with single disc 175-350 maximum RPM polishing machine using a soft-bristled nylon scrubbing brush if the floor has a surface profile (required for raised profiles) or a 3M 4100 White Super Polish Pad if the floor has a smooth profile. If a higher gloss is preferred, then buff with a 1,000 RPM (maximum) polishing machine with a 3M 4100 White Super Polish Pad. DO NOT heel the polishing machine or scratch the flooring. For small installations, use a soft, clean cloth wrapped around a narrow push broom. If an optional floor finish is desired for a higher sheen, refer to section 7.1.5. Caution: When floor sealers and finishes are used, the floor surface will take on the slip resistance characteristics of that particular coating. Roppe Corporation will not be held liable for the slip resistance effects of their flooring if it is coated with a floor sealer or finish. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic. DO NOT allow the solution/water to dry or work its way beneath the flooring resulting in an adhesive failure.

7.1.3 Mild-Neutral PH Cleaning or Disinfectants - (Non Sealer/Finish Applications): The amount of maintenance required is directly related to the amount and type of traffic and type of particulates deposited on the floor. Sweep, dust mop or vacuum the flooring to remove dirt and other particulates. Use a mild, neutral (ph 7-8) cleaner such as Spartan Chemical's Damp Mop or Green Solutions All Purpose Cleaner. If a disinfectant is required, use Spartan Chemical's DMQ Neutral Disinfectant Cleaner or Green Solutions Neutral Disinfectant Cleaner. Follow the manufacturer's recommendations for dilution and use. For smaller applications, apply the diluted cleaning solution to the flooring with a soft-bristled desk brush (required for raised profiles) or nylon mop (required for smooth profile floors). Do Not flood the floor. Allow the cleaning solution to stand for approximately 10 - 15 minutes. Do Not allow solution to dry. For small applications, scrub with a soft-bristled deck brush. For large applications, scrub the are with a single disc 175 RPM maximum scrubbing machine equipped with a soft-bristled scrubbing brush (required for textured, slate and raised profiles) or 3M 4100 White Super Polish Pad (required for smooth finish profiles). Ensure brush or pad does not scratch the flooring. Wet vacuum or mop up residue. Rinse with clean, cool water. Remove the rinse water with a wet/dry vacuum and allow flooring to dry thoroughly before exposing to traffic. Do Not use highly alkaline, highly acidic or solvent- base cleaners or products of any kind. DO NOT use sweeping or cleaning agents containing oil or solvents. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic. DO NOT allow the solution to dry or work its way beneath the flooring resulting in an adhesive failure.

7.1.4 Floor Preparation after Initial Installation and Prior to applying Optional Floor Sealer & Finish: There is to be no foot traffic on the tile or cleaning for at least 72 hours and no wheeled conveyances for at least 3 days. Roppe Rubber Tile has a mold release agent on the wear surface from the manufacturing process which MUST be removed prior to allowing traffic of any kind, and prior to applying Optional Floor Sealer & Finish. Failure to remove this mold release

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agent can result in a low traction floor (i.e.: Slippage) or a surface that is not compatible with floor finish. To remove the mold release, refer to section 7.1.1.

7.1.5 Optional Floor Sealer & Finish Application: Caution - Applying sealers or finishes can darken the floorings original color or finish. When applying sealers or finishes always check first for compatibility, bonding and color darkening of the flooring by testing on a scrap piece of flooring to ensure the desired results and appearance is achieved. If a floor sealer/finish is preferred, first follow sections noted in Section 7.1.1. Once the mold release has been completely removed, test for proper adhesion by applying Spartan Chemical's Shineline Sealer (24% solids thermoplastic sealer) to a small area with a sponge and allow to completely dry. If the finish pulls back and does not level out, repeat step 7.1.1 until the sealer is firmly bonded. If the sealer does level and is firmly bonded, Spartan Shineline Sealer can be used to seal the floor by applying with a finish mop. Once Shineline Seal has been applied and properly dry, apply 1-2 very thin coats of the Spartan floor finish that meets your traffic and maintenance needs. Each coat of floor finish must be applied in opposite directions to ensure proper coverage regardless of the flooring profile. Contact your Spartan Chemical Representative or Spartan Chemical (800-537-8990) directly for proper finish recommendations to meet specific traffic and maintenance requirements. If an environmentally preferable product is desired, apply 1-3 very thin coats of Spartan Green Solutions Floor Seal & Finish (acrylic co-polymer based floor seal and finish combination) in lieu of Shineline Sealer. Apply sealers or finishes in very thin coats to avoid puddles. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic. When applying sealers or finishes always check first for compatibility, bonding and color darkening of the flooring by testing on a scrap piece of flooring to ensure the desired results and appearance is achieved. The floor care product manufacturer will assist you in determining the best maintenance program. Spartan Chemical's product selection is listed below for reference depending on frequency/infrequency of maintenance schedule to be performed on the flooring. Caution: When floor sealers and finishes are used, the floor surface will take on the slip resistance characteristics of that particular coating. Roppe Corporation will not be held liable for the slip resistance effects of their flooring if it is coated with a floor sealer or finish. DO NOT allow the solution to dry or work its way beneath the flooring resulting in an adhesive failure. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic.

A. Frequent Maintenance Schedule: Described as "at least twice a week or as often as every day". Notice: Finishes listed below must be burnished (polished until shinny) in order to maintain gloss levels. Burnish frequency will depend on several factors including but not limited to the following: Type of finish, traffic, equipment, internal/external conditions, type of floor, labor/budget available, and end user expectations.

- * Spartan Chemical Product Selections for Frequent Maintenance Schedules:
- High Frontier
- o Upper Limit's

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- o TriLinc
- Trendsetter Sealer/Finish
- o Pro-Shine
- Heavy Duty Wax 16%
- Glacier
- B. Infrequent Maintenance Schedule: Described as "once a week to never". Notice: The products listed below are considered Dry-Bright Finishes which dry to a particular gloss and remain that way. Gloss loss with these finishes is due to superficial wear and tear. When burnishing, spray buffing and/or using a finish restorer, surface imperfections are repaired to restore gloss there is no real "polishing", as there is with burnishable finishes.
- * Spartan Chemical Product Selections for Infrequent Maintenance Schedules:
- o Millennia Bright Dura Gloss Laminate
- o Sheen 17
- o White Sun
- o Sunny-Side
- o iShine
- o On an' On
- Green Solutions Floor Seal & Finish
- o Terra Glaze

7.1.6 Existing Floor Sealer/Finish Removal: To remove existing floor finishes/sealers, first the flooring must be properly cleaned by first sweeping or vacuuming to remove dirt and other particulates. Strip with either Spartan Chemical's Rinse Free Stripper or Green Solutions Floor Finish Remover utilizing a single disc 175 RPM maximum scrubbing machine with a soft-bristled nylon brush (required for raised profiles) or a 3M 4100 White Super Polish Pad (required for smooth finish profiles). Ensure the brush or pad does not scratch or damage the flooring. Rinse with clean, cool water and remove rinse water with wet/dry vacuum and allow floor to dry completely. Refer to Section 7.1.5 regarding reapplying the recommended Spartan Chemical's floor sealer and finish. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic. Remove solution with a wet/dry vacuum. DO NOT allow the solution to dry or work its way beneath the flooring resulting in an adhesive failure. Caution: Applying sealers or finishes will darken the flooring and color. When applying sealers or finishes always check first for compatibility, bonding and color

Roppe Raised Design Rubber Floor Tile

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darkening of the flooring by testing on a scrap piece of flooring to ensure the desired results and appearance is achieved. Caution: When floor sealers and finishes are used, the floor surface will take on the slip resistance characteristics of that particular coating. Roppe Corporation will not be held liable for the slip resistance effects of their flooring if it is coated with a floor sealer or finish.

- 7.1.7 Routine Maintenance for Optional Sealer/Finish Applications: Insufficient cleaning will reduce the wear life and the appearance of the flooring or optional sealers/finishes. The amount of maintenance required is directly related to the amount and type of traffic and type of particulates deposited on the floor. There are several alternative maintenance systems available from Spartan Chemical (800/537-8990). The flooring must be properly cleaned by first sweeping or vacuuming to remove dirt and other particulates from both smooth and profiled floors. Dust mop smooth profile floors with Spartan's Dust Mop/Dust Cloth Treatment. Flooring can also be damp mopped with Spartan's Damp Mop Detergent Concentrate or Spartan DMQ Neutral Disinfectant Cleaner. If an environmentally preferable product is desired, damp mop with Spartan Green Solutions All Purpose Cleaner. An auto-scrubber with a scrubbing brush (required for raised profiles) or 3M White Super Polish Pad (required for smooth finish profiles) may also be used for cleaning. Caution: Ensure the scrubbing brush or pad does not scratch or damage the flooring. Caution: When wet, flooring will become slippery; therefore, use the appropriate warning signs on the floor to eliminate foot or other traffic. DO NOT allow the solution to dry or work its way beneath the flooring resulting in an adhesive failure. Caution: When floor sealers and finishes are used, the floor surface will take on the slip resistance characteristics of that particular coating. Roppe Corporation will not be held liable for the slip resistance effects of their flooring if it is coated with a floor sealer or finish.
- 7.1.8 Dry Buffing (Sealer/Finish Applications): DO NOT dry buff the Rubber Tile for at least 72 hours after the installation is complete to allow the recommended Roppe adhesives to properly cure. Dry buffing should be performed on a routine basis to maintain the surface luster. DO NOT dry buff <u>until</u> the tile have been thoroughly cleaned and allowed to completely dry. Buff tile using a single disc 350 rpm maximum buffing machine with an attached soft polishing brush required for textured, slate and raised designed tile or a 3M 4100 White Super Polish Pad (required for smooth finish tile). Polish tile in both directions. Ensure the polishing brushes do not scratch the tile DO NOT heel the buffing machine. After a period of time, the build up of wax or floor finish will need to be removed. Currently, Spartan Chemical recommends either LOE Stripper or Green Solutions Floor Finish Remover. Use the wet cleaning procedure described in 7.1.6 to remove the build up and for restorative maintenance.
- 7.1.9 Maintenance Warnings and Cautions (Non-Floor Sealer Application/Finish & Optional Floor Sealer/Finish Application): Caution: Applying sealers or finishes can darken the floorings original color or finish. Caution: The use of floor finishes or sealers can reduce the slip resistant properties of rubber tile. When applying sealers or finishes always check first for compatibility, bonding and color darkening of the flooring by testing on a scrap piece of flooring to ensure the desired results and appearance is achieved. The floor care product manufacturer will assist you in determining the best maintenance program. Caution: When floor sealers and finishes are

Roppe Raised Design Rubber Floor Tile

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used, the floor surface will take on the slip resistance characteristics of that particular coating. Roppe Corporation will not be held liable for the slip resistance effects of their flooring if it is coated with a floor sealer or finish. Caution: When wet, the flooring will become slippery; therefore, use the appropriate warning signs on the flooring to eliminate foot or other traffic. Caution: Contact Spartan Chemical before applying products to verify recommendations for stripping flooring. Some strippers can have an adverse effect on the flooring. Always test first to ensure the flooring is not affected and the desired results can be achieved prior to applying strippers of any kind. DO NOT use highly alkaline, highly acidic, or solvent-based cleaners of any kind. Caution: Some germicides, disinfectants, cleaning agents, floor maintenance products, and pesticides can stain or damage the surface of rubber floor; therefore, test the products to ensure they will not stain or damage the tile. Spills of any type must be removed immediately to help prevent staining or permanent damage. DO NOT use sweeping or cleaning agents containing oil or solvents. DO NOT use treated mops and thoroughly clean new mops before use. DO NOT use kerosene, gasoline, naphtha, or other solvents on rubber flooring. DO NOT use varnish, shellac, paste wax, paint, or other substances that could discolor or damage the flooring. DO NOT allow the solution to dry or work its way beneath the flooring resulting in an adhesive failure.



Wilsonart® Laminate



Care Qο Maintenance

bring you years of quality performance. Your decision to purchase Wilsonart Laminate will

quick wipe with a damp sponge. All resist muddy fingerprints, coffee spills and so much more. Everyday cleaning of our products is as simple as a

and cleaning procedures. Be sure to read and follow the recommended care

Routine Care

and a mild soap or detergent. To clean the surface, use a damp cloth or sponge

soft bristled brush, repeating as necessary. using a mild household cleaner/detergent and a Difficult stains such as coffee or tea can be removed

If a stain persists, use a paste of baking soda and has a gloss finish. could damage the decorative surface, especially if it excessive scrubbing or exerting too much force stains. Although baking soda is a low abrasive, scrubbing for 10 to 20 strokes should remove most water and apply with a soft bristled brush. Light

cause discoloration of the laminate surface to bleach will affected. WARNING: Prolonged exposure away and the color of the laminate has not been may be repeated if the stain appears to be going thoroughly with warm water and wipe dry. This step stand no longer than two minutes. Rinse bleach or nail polish remover to the stain and let household bleach or nail polish remover. Apply the methods may require the use of undiluted Stubborn stains that resist any of the above cleaning

Wilsonart Laminate

can mar the product's beauty. Always use a heat electric skillets), when set directly upon countertops, shield, hot pad or trivet. Hot pans and heat-producing appliances (such as

A Few Notes of Caution

- Acidic or abrasive cleaners can damage laminate surfaces; do not use them.
- Drain cleaners containing lye will permanently rinse several times with water. spill a drain cleaner, wipe it up immediately and damage any Wilsonart Laminate surface. If you
- Hair, textile and food dyes can cause permanen all-purpose cleaner. immediately with dishwashing detergent or an stains. If dye should happen to spill, wipe it up
- Never place pots or dishes directly from the over or burner on an unprotected laminate surface; such extreme heat can cause cracking or
- · Do not work with oven cleaners on an promptly and rinse several times with water. unprotected countertop. Wipe spills away
- Rust removers contain harsh chemicals which occurs, wipe off all residue immediately, wash thoroughly with soapy water and rinse will quickly cause permanent damage. If a spill

· Toilet bowl cleaners contain harsh chemicals · Steel wool and other abrasive pads will damage that can cause permanent damage. If spills occur countertop; the metal can rust and leave stains cleaning and don't store steel wool pads on you Wilsonart Laminate. Don't use them for wipe up immediately, wash surface with soapy

water and rinse several times

RECOMMENDED HOUSEHOLD CLEANERS

|--|

*Prolonged exposure to bleach will cause discoloration.

Basin/Tub/Tile Cleaner

When cleaning Wilsonart Laminate, DO NOT use products that contain the following ingredients:

Paraice (abrasive)	Sodium Hydroxide	Phosphoric Acid	Hydrofluoric Acid	Sulfurle Acid	Hydrochloric Acid	CHEMICAL
N/N	Caustic Soda Caustic Lye Soda Lye	Rust Remover	Rust Remover	Oleic Acid Oll of Vitriol Oleum	Muriatic Actd Hydrogen Chloride	SYNONYMOUS NAMES

2400 Wilson Place PO Box 6110 Mon.-Fri. 7 00 sm - 7 00 pm CST Tell Hee. (800) 433-3222 Corporate Headquarters Phone (254) 207-7000 Temple, TX 76503-6110 Fax (254) 307-2384 (24 Hours)

■ Wilsonart Laminate

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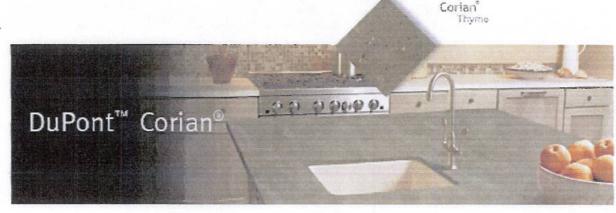
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Caring for DuPont™ Corian®

Tips for Caring for DuPont™ Corian®

DuPont™ Corian® was created for a lifetime of easy care. Just follow the simple guidelines listed here to help you keep your Corian® surfaces looking fresh. Your Welcome Kit will provide you with the tips to help you maintain your new Corian® installation for years to come.

To download a pdf version of Corian® Care and Maintenance tips, click here Corian® Care and Maintenance Tips.

Routine Care of Your Corian® Countertop

There are three types of Corian® countertop finishes:

matte/satin, semi-gloss and high-gloss*. Most countertops are finished with a matte/satin finish. All Corian® sinks have a matte/satin finish. (*Contact your local Corian® sales expert if you are uncertain what type of finish is on your countertop.)

Soapy water, ammonia based cleaners (not window cleaners as they can leave a waxy build up that may dull the surface) or commercially available solid surface cleaners will remove most dirt and residue from all types of finishes. Stubborn residue will require a little stronger cleaner.

Follow the recommendations below to properly clean your countertop and sink.

Experience has shown that a film builds up on the surface if water is left to dry on the countertop. This film will dull the look of the countertop making the finish appear blotchy and uneven. To prevent build up of the film, it is very important to wipe the countertop completely dry after spills and cleaning.

Some colors of Corian® may require more frequent cleaning to maintain a uniform finish. Darker colors tend to require more



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attention than lighter colors. Over time, even with proper care, your countertop will acquire a patina, changing the appearance of the finish. You may restore the look of the original finish by following the refurbishing guidelines below.

A KEY TO KEEPING YOUR COUNTERTOPS LOOKING GOOD IS TO THOROUGHLY RINSE AND <u>WIPE COMPLETELY DRY</u> AFTER CLEANING

Routine Care

Typically, three types of countertop finishes are used: matte/satin, semi-gloss and high-gloss*. Most countertops are finished with a matte/satin finish. All sinks have a matte finish. However, routine cleaning may raise the gloss level of the countertop over time. Soapy water, ammonia-based cleaners (Not window cleaners) or



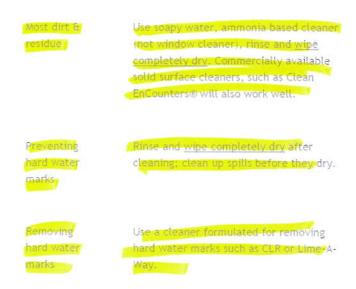
commercially available solid surface cleaners will remove most dirt and residue from all types of finishes. Stubborn residue will require a little stronger cleaner. Follow the recommendations below to properly clean your countertop and sink.

With over 100 colors and varying hues, some colors may appear to require more frequent cleaning to maintain their beauty. Darker colors tend to show fine scratches more easily and will require more attention than lighter colors. Over time through care and use your countertop will acquire a patina, changing the appearance of the finish. You may restore the look of the original finish by following the refurbishing guidelines on the next page.

*Contact your local Corian® sales expert if you are unsure of your finish.

Countertops

Cleaning All Finishes



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Difficult residue

Spray residue with Deep Cleaner for DuPont Corian® from Stone Care

International. Follow instructions on the bottle. Wash area with soapy water, rinse and wipe completely dry. If residue persists, follow steps below for removing

dulling film.

Disinfecting

Occasionally, wipe surface with diluted household bleach (1 part water/1 part bleach). Rinse top thoroughly with water and wipe completely dry.

Sinks & Lavatories

Cleaning Follow procedures above or use Soft

Scrub® and a green Scotch-Brite® pad-to remove residue. Rub green Scotch-Brite® pad over entire sink to blend in finish. NOTE: Do Not use Scotch-Brite® on the

countertop surface.

Disinfecting Fill your sink 1/4 full with diluted

household bleach (1 part water/1 part bleach). Be sure to get some of the solution into the overflow opening to disinfect. Let the solution stay in the sink for 15 minutes; then wash sides and bottom as solution drains. Rinse out the

sink with water.

Avoid getting the bleach solution in your eyes or bare skin. Always follow the bleach manufacturer's safety instructions when working with bleach.

To enhance the gloss level on semi-gloss and high-gloss finishes, use a countertop polish such as Countertop Magic®, Hope's Countertop Polish® or Enhance Countertop Polish®.

Scotch Brite® is a registered trademark of 3M Company

Soft Scrub® is a registered trademark of The Dial Corporation

Countertop Magic® is a registered trademark of The Hope Co.

Enhance Countertop Polish® is a registered of Eastern Marble Co.

Preventing Heat Damage

While Corian® is heat resistant, as with all countertop materials, it is important to minimize direct heat exposure to protect your surface and investment.

DO NOT PLACE HOT POTS, PANS, ETC. DIRECTLY ON THE COUNTERTOP SURFACE.

Always use heat trivets or hot pads when placing hot objects on any

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surface. Always use a trivet under portable heat generating appliances such as a toaster oven. Allow cookware to cool before placing it into a Corian® sink.

Preventing Other Damage

In most cases Corian® can be repaired if damaged. Be sure to follow these guidelines to help you prevent any permanent damage to your Corian®.

Avoid getting strong chemicals, such as paint removers, oven cleaners, etc., on your Corian® countertop. If a spill does occur, promptly flush the surface with water to fully rinse off the chemical.

Do not cut directly on Corian® countertops, Use a cutting board. Boiling water alone will not damage your Corian® sink, however it is a recommended practice to run cold water from the faucet while pouring boiling water into the sink.

Removing fine scratches or a blotchy appearance

You may notice that the surface of your countertop begins to look blotchy. Typically, this is caused by leaving hard water to dry on the surface which will leave a film of minerals. To remove this film:

Pour some mild abrasive liquid cleanser, such as Soft Scrubio, on a damp sponge or cloth and rub over area using small circular motions, from the front to the back, then side to side, overlapping the circles until the entire area has been cleaned. Thoroughly rinse the top with clean water and WIPE SURFACE COMPLETELY DRY.

Check to see if blotchiness is gone. If not, repeat procedure applying more pressure on the sponge or rag.

Continue over all affected areas until all film is removed.

NOTE: While this procedure may remove or minimize the look of very fine scratches, other deeper scratches may remain. They may be removed by following the procedure below or you may with to hire a professional refinisher to refinish your countertop. Contact your Corian® Retailer or DuPont to arrange for professional refinishing.

Removing minor cuts and scratches*

Because the solid beauty of Corian® goes all the way through, Corian® surfaces are renewable. You can remove minor cuts and scratches yourself by following these instructions.

First, wash the area where the scratch is located, following the instructions found in this guide, to remove any film on the surface as this film may clog the abrasive pads. With this surface still wet, start rubbing with the Peach colored side of the cleaning pad. Use a light touch. Pressing too hard may actually leave deeper scratches. Rub over the scratch using a straight line motion. Periodically switch rubbing direction ninety degrees. Rinse pad periodically during this process to remove any built up residue. Be sure all of the scratch is removed.

Clean top with water and dry thoroughly. Check to see if sanded area blends with rest of top. Please note that sanded area may not perfectly match remainder of top. If necessary, turn pad over and repeat process. Rub over large area to blend in sanding. If needed, continue the sanding process using the Aqua colored pad and if necessary, the Gray colored pad until the desired gloss level is achieved.

Rinse out all pads used and allow them to air dry before putting them away.

An alternative to your refinishing your countertop, is to contact your Corian® retailer or DuPont to arrange for professional refinishing.

Sources for materials mentioned above:

Abrasive pads

Micro-Surface Finishing Products, Inc. (800) 225-3006

Countertop Magic®

Magic America

Corp.

(800) 321-6330

Clean EnCounters®

SCI (800) 839-1654 or The Home Depot

Deep Cleaner for DuPont Corian®

SCI (800) 839-1654 or The Home Depot

Enhance Countertop Polish

EMS - (800) 643-

8818

Green Scotch-Brite®

Local

supermarket or hardware store

Hope's Countertop Polish

The Hope Co. (800) 325-4026

SoftScrub®

Local

supermarket

Guaranteed Quality

With proper care, your Corian® countertop can stay looking like new. Your DuPont™ Corian® carries a Limited Residential Warranty. For complete details, see warranty literature.

For more information, call 1-800-4CORIAN or contact your Corian® retailer.

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